JUMMA – STEP BY STEP GUIDE (FULL EDITION)	
1	**DECIDE WHO WILL BE THE KHATEEB (THE IMAM WHO WILL RECITE THE KHUTBAH AND LEAD THE PRAYER) AND WHO WILL BE THE MUADDHIN (THE PERSON WHO WILL RECITE THE ADHAAN AND THE IQAMAH)**
2	**THE KHATEEB SITS DOWN AND ASKS THE MUADDHIN TO GIVE THE FIRST ADHAAN**
3	**EVERYBODY PRAYS THEIR FOUR RAKAAT SUNNAH SALAAH**
4	**THE KHATEEB STANDS UP, FACES THE JAMAAT, AND SAYS:** السَّلاَمُ عَلَيْكُمْ وَرَحْمَةُ اللهِ وَبَرَكَاتُهُ AS-SALAAMU-ALAYKUM-WA-RAWH-MA-TUL-LAWHI-WA-BA-RAW-KAA-TUH *MAY THE PEACE, MERCY, AND BLESSINGS OF ALLAH BE WITH YOU*
5	**THE KHATEEB SITS DOWN AND ASKS THE MUADDHIN TO GIVE THE SECOND ADHAAN**
6	**THE KHATEEB STANDS UP, FACES THE JAMAAT, AND RECITES THE FIRST PART OF THE KHUTBAH (STEPS 7-14)**
7	أَعُوذُ بِاللَّهِ مِنَ ٱلشَّيْطَانِ ٱلرَّجِيمِ بِسْمِ ٱللَّهِ ٱلرَّحْمَٰنِ ٱلرَّحِيمِ A-OO-DHU-BILLAWHI-MINASH-SHAYTAAW-NIR-RAWJEEM. BIS-MIL-LAW-HIR-RAWH-MAA-NIR-RAW-HEEM *I SEEK REFUGE IN ALLAH FROM THE DEVIL. IN THE NAME OF ALLAH, THE BENEFICIAL, THE MERCIFUL*
8	ٱلْحَمْدُ لِلَّه ٱلْحَمْدُ لِلَّهِ رَبِّ ٱلْعَـٰلَمِينَ AL-HAMDU-LILLAWH. AL-HAMDU-LILLAWHI-RAWB-BIL-AA-LAMEEN *ALL PRAISES AND THANKS BE TO ALLAH. ALL PRAISES AND THANKS BE TO ALLAH, LORD OF THE WORLDS*
9	وَ الصَّلَاةُ وَ السَّلَامُ عَلَى سَيِّدِنَا مُحَمَّدٍ وَ عَلَى آلِهِ وَ صَحْبِهِ أَجْمَعِيْن WAS-SAW-LAATU-WAS-SALAAMU-ALA-SAYYIDINAA-MUHAMMAD-WA-ALA-AALIHI-WA-SAWHBIHI-AJMA-EEN *BLESSINGS AND GREETINGS TO THE PROPHET MUHAMMAD AND TO HIS FAMILY AND TO HIS COMPANIONS*
10	إِنَّ الْحَمْدَ لِلَّهِ نَحْمَدُهُ وَنَسْتَعِينُهُ وَنَسْتَغْفِرُهُ وَنَعُوذُ بِاللهِ مِنْ شُرُورِ أَنْفُسِنَا وَمِنْ سَيِّئَاتِ أَعْمَالِنَا مَنْيَهْدِهِ اللهُ فَلاَ مُضِلَّ لَهُ ، وَمَنْ يُضْلِلْ فَلاَ هَادِيَ لَهُ وَأَشْهَدُ أَنْ لاَ إِلَهَ إِلاَّ اللهُ وَحْدَهُ لاَ شَرِيكَ لَهُ وَأَشْهَدُ أَنَّمُحَمَّدًا عَبْدُهُ وَرَسُولُهُ INNAL-HAMDA-LILLAAHI-NAHMADUHU-WA-NASTA-EENUHU-WA-NASTAGHFIRUH WANA-OO-DHU-BILLAAWHI-MIN-SHUROORI-ANFUSINAA-WA-MINSAYYI-AATI-A-MAALINAA MAY-YAHDI-HILLAAHU-FA-LAA-MUDILLA-LAH-WA-MAY-YUDLIL-FA-LAA-HAA-DIYA-LAH WA-ASH-HADU-ALAA-ILAAHA-ILL-ALLAHU-WAHDAHU-LAA-SHAREEKA-LAH WA-ASH-HADU-ANNA-MUHAMMADAN-ABDUHU-WA-RASOOLUH *ALL PRAISE TO ALLAH. WE SEEK HIS AID AND HIS ASSISTANCE, AND ASK HIS FORGIVENESS,* *AND WE SEEK REFUGE IN ALLAH FROM THE EVIL OF OUR SOULS AND FROM THE EVIL OF OUR ACTIONS.* *WHOMEVER ALLAH GUIDES, NO ONE WILL BE ABLE TO MISLEAD HIM. WHOMEVER HE LEADS ASTRAY, NOBODY CAN GUIDE HIM.* *I TESTIFY THAT THERE IS NO DEITY WORTHY OF WORSHIP EXCEPT ALLAH, ALONE WITHOUT PARTNER,* *AND THAT MUHAMMAD IS HIS SLAVE AND MESSENGER* *(KHUTBAH-AL-HAAJAH)*
11	أَمَّا بَعْدُ قَالَ اللهُ تَعَالَىٰ فِي كِتَابِهِ المَجِيدُ AMMAA-BA-AD. QAALAL-LAAHU-TA-AALAA-FEE-KITAABIHIL-MAJEED *TO PROCEED, ALLAH ALMIGHTY HAS SAID IN HIS GLORIOUS BOOK*

12	بِسْمِ ٱللَّهِ ٱلرَّحْمَٰنِ ٱلرَّحِيمِ قُلْ أَعُوذُ بِرَبِّ ٱلْفَلَقِ ﴿١﴾ مِن شَرِّ مَا خَلَقَ ﴿٢﴾ وَمِن شَرِّ غَاسِقٍ إِذَا وَقَبَ ﴿٣﴾ وَمِن شَرِّ ٱلنَّفَّٰثَٰتِ فِي ٱلْعُقَدِ ﴿٤﴾ وَمِن شَرِّ حَاسِدٍ إِذَا حَسَدَ ﴿٥﴾ BIS-MIL-LAW-HIR-RAWH-MAA-NIR-RAW-HEEM QUL-A-OOTHU-BI-RAWB-BIL-FALAQ. MIN-SHARRI-MAA-KHALAQ. WAMIN-SHARRI-GHASIQIN-I-THA-WAQAB WAMIN-SHARRIN-NAFFAATHAATI-FIL-UQAD. WAMIN-SHARRI-HAA-SIDIN-I-THA-HASAD *IN THE NAME OF ALLAH, THE BENEFICIAL, THE MERCIFUL.* *SAY, "I SEEK REFUGE IN THE LORD OF DAYBREAK, FROM THE EVIL OF THAT WHICH HE CREATED,* *AND FROM THE EVIL OF DARKNESS WHEN IT SETTLES, AND FROM THE EVIL OF THE BLOWERS IN KNOTS,* *AND FROM THE EVIL OF AN ENVIER WHEN HE ENVIES"* *(QUR'AN, CHAPTER 113, SURAH AL-FALAQ, THE DAYBREAK)*
13	يَٰٓأَيُّهَا ٱلَّذِينَ ءَامَنُواْ ٱتَّقُواْ ٱللَّهَ حَقَّ تُقَاتِهِۦ وَلَا تَمُوتُنَّ إِلَّا وَأَنتُم مُّسْلِمُونَ YAA-AYYUHALLATHEENA-AAMANOOTTAQULLAHA-HAQQA-TUQATIH. WALAATAMOOTUNNA-ILLA-WA-ANTUM-MUSLIMOON *O YOU WHO HAVE BELIEVED, FEAR ALLAH AS HE SHOULD BE FEARED AND DO NOT DIE EXCEPT AS MUSLIMS* *(QUR'AN, CHAPTER 3, SURAH AL-I-IMRAN, FAMILY OF IMRAN, VERSE 102)*
14	اُدْعُوْ اللّٰهَ يَغْفِرْ لَكُمْ ذُنُوبِكُمْ أَقُولُ قَوْلِي هَذَا وَأَسْتَغْفِرُ ٱللَّهَ لِي وَلَكُمْ UD-OOLLAWHA-YAGHFIR-LAKUM-DHUNOOBAKUM. AQOOLO-QAWLEE-HA-DHAA-WASTAGHFIRULLAHA-LEE-WA-LAKUM *I PRAY TO ALLAH THAT HE FORGIVES YOU YOUR SINS. I SAY THIS AND I ASK FORGIVENESS FROM ALLAH FOR MYSELF AND YOU*
15	**THE KHATEEB SITS DOWN FOR ABOUT 20 SECONDS AND QUIETLY SAYS *ASTAGHFIRULLAH* AT LEAST 3 TIMES.** ***NOTE – AT THE VERY START THE KHATEEB SHOULD REMIND PEOPLE THAT THE GAP IN THE KHUTBAH IS VALUABLE, SO PEOPLE SHOULD TAKE THE OPPORTUNITY TO MAKE IMPORTANT DUAS DURING THE TIME IN THIS GAP***
16	**THE KHATEEB STANDS UP, FACES THE JAMAAT, AND RECITES THE SECOND PART OF THE KHUTBAH (STEPS 17-27)**
17	بِسْمِ ٱللَّهِ ٱلرَّحْمَٰنِ ٱلرَّحِيمِ BIS-MIL-LAW-HIR-RAWH-MAA-NIR-RAW-HEEM *IN THE NAME OF ALLAH, THE BENEFICIAL, THE MERCIFUL*
18	ٱلْحَمْدُ لِلّٰه ٱلْحَمْدُ لِلَّهِ رَبِّ ٱلْعَٰلَمِينَ AL-HAMDU-LILLAWH. AL-HAMDU-LILLAWHI-RAWB-BIL-AA-LAMEEN *ALL PRAISES AND THANKS BE TO ALLAH. ALL PRAISES AND THANKS BE TO ALLAH, LORD OF THE WORLDS*
19	وَ الصَّلَاةُ وَ السَّلَامُ عَلَى سَيِّدِنَا مُحَمَّدٍ وَ عَلَى آلِهِ وَ صَحْبِهِ أَجْمَعِيْن WAS-SAW-LAATU-WAS-SALAAMU-ALA-SAYYIDINAA-MUHAMMAD-WA-ALA-AALIHI-WA-SAWHBIHI-AJMA-EEN *BLESSINGS AND GREETINGS TO THE PROPHET MUHAMMAD AND TO HIS FAMILY AND TO HIS COMPANIONS*
20	اَللّٰهُمَّ صَلِّ عَلٰى مُحَمَّدٍ وَّعَلٰٓى اٰلِ مُحَمَّدٍ كَمَا صَلَّيْتَ عَلٰٓى اِبْرَاهِيْمَ وَعَلٰٓى اٰلِ اِبْرَاهِيْمَ اِنَّكَ حَمِيْدٌ مَّجِيْدٌ ط اَللّٰهُمَّ بَارِكْ عَلٰى مُحَمَّدٍ وَّعَلٰٓى اٰلِ مُحَمَّدٍ كَمَا بَارَكْتَ عَلٰٓى اِبْرَاهِيْمَ وَعَلٰٓى اٰلِ اِبْرَاهِيْمَ اِنَّكَ حَمِيْدٌ مَّجِيْدٌ ط ALLAHUMMA-SALLI-ALA-MUHAMMADIN-WA-ALAA-AALI-MUHAMMADIN KAMA-SAL-LAYTA-ALAA IBRAW-HEEMA-WA-ALAA-AALI-IBRAW-HEEMA INNAKA-HAMIDUM-MAJEED ALLAHUMMA-BAARIK-ALA-MUHAMMADIN-WA-ALAA-AALI-MUHAMMADIN KAMAA-BAARAWKTA-ALAA IBRAW-HEEMA-WA-ALAA-AALI-IBRAW-HEEMA INNAKA-HAMIDUM-MAJEED *O ALLAH, BESTOW YOUR FAVOUR ON MUHAMMAD AND THE FAMILY OF MUHAMMAD,* *AS YOU HAVE BESTOWED YOUR FAVOUR ON IBRAHIM AND THE FAMILY OF IBRAHIM.*

	TRULY, YOU ARE PRAISEWORTHY AND GLORIOUS. *O ALLAH, BLESS MUHAMMAD AND THE FAMILY OF MUHAMMAD,* *AS YOU HAVE BLESSED IBRAHIM AND THE FAMILY OF IBRAHIM.* *TRULY, YOU ARE PRAISEWORTHY AND GLORIOUS*
21	قَالَ رَسُولُ اللَّهِ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ إِنَّمَا الْأَعْمَالُ بِالنِّيَّاتِ QAALA-RASOOL-ALLAWHI-SAWL-LALLAHU-ALAY-HI-WA-SAL-LAM-INNAMAL-AMAALU-BINNEEYAAT *THE PROPHET OF ALLAH, PEACE AND BLESSINGS BE UPON HIM, SAID: "ACTIONS ARE DEPENDENT UPON THEIR INTENTIONS"*
22	رَبَّنَآ ءَاتِنَا فِى ٱلدُّنْيَا حَسَنَةً وَفِى ٱلْءَاخِرَةِ حَسَنَةً وَقِنَا عَذَابَ ٱلنَّارِ RAWB-BANAA-AATINA-FID-DUNYA-HASANATAW-WAFIL-AAKHIRAWTI-HASANATAW-WAQINAA-ATHAA-BAN-NAAR *OUR LORD, GIVE US IN THIS WORLD [THAT WHICH IS] GOOD AND IN THE HEREAFTER [THAT WHICH IS] GOOD* *AND PROTECT US FROM THE PUNISHMENT OF THE FIRE* *(QUR'AN, CHAPTER 2, SURAH AL-BAQARAH, THE COW, VERSE 201)*
23	اَللّٰهُمَّ اغْفِرْ لِلْمُسْلِمِيْنَ وَالْمُسْلِمَاتِ وَالْمُؤْمِنِيْنَ وَالْمُؤْمِنَاتِ اَلْأَحْيَاءِ مِنْهُمْ وَالْأَمْوَاتِ إِنَّكَ سَمِيْعٌ مُجِيْبُ الدَّعَوَاتِ ALLAHUMMAGH-FIR-LIL-MUSLIMEENA-WAL-MUSLIMAAT. *[STOP FOR THE CONGREGATION TO SAY 'AAMEEN']* WAL-MOO-MINEENA-WAL-MOO-MINAAT. *[STOP FOR THE CONGREGATION TO SAY 'AAMEEN']* AL-AHYAA-I-MINHUM-WAL-AMWAAT. *[STOP FOR THE CONGREGATION TO SAY 'AAMEEN']* INNAKA-SAMEE-UN-MUJIBUD-DA-A-WAAT. *[STOP FOR THE CONGREGATION TO SAY 'AAMEEN']* *ALMIGHTY GOD, FORGIVE THE MUSLIM MEN AND WOMEN,* *FORGIVE THE BELIEVING MEN AND WOMEN, THOSE WHO ARE ALIVE AND THOSE WHO DIED.* *YOU ARE INDEED THE ONE WHO LISTENS AND ACCEPTS ALL SUPPLICATIONS*
24	عِبَادَ ٱللَّهِ رَحِمَكُمُ ٱللَّهُ IBAAD-ALLAWH. RAW-HIMA-KUMULLAWH *O SERVANTS OF ALLAH! MAY ALLAH BE MERCIFUL TO YOU*
25	إِنَّ ٱللَّهَ يَأْمُرُ بِٱلْعَدْلِ وَٱلْإِحْسَٰنِ وَإِيتَآئِ ذِى ٱلْقُرْبَىٰ وَيَنْهَىٰ عَنِ ٱلْفَحْشَآءِ وَٱلْمُنكَرِ وَٱلْبَغْىِ يَعِظُكُمْ لَعَلَّكُمْ تَذَكَّرُونَ INNALLAH-YA-AMURU-BIL-ADLI-WAL-IHSAAN-WA-EETAA-I-DHIL-QURBAA WA-YANHAA-ANIL-FAHSHAA-EE-WAL-MUNKAREE-WAL-BAGH-YI YA-IZUKUM-LA-ALLAKUM-TAZAKKAROON *INDEED, ALLAH ORDERS JUSTICE AND GOOD CONDUCT AND GIVING TO RELATIVES* *AND FORBIDS IMMORALITY AND BAD CONDUCT AND OPPRESSION.* *HE ADMONISHES YOU THAT PERHAPS YOU WILL BE REMINDED* *(QUR'AN, CHAPTER 16, SURAH AN-NAHL, THE BEE, VERSE 90)*
26	ٱذْكُرُوا ٱللَّهَ يَذْكُرْكُمْ وَٱدْعُوهُ يَسْتَجِبْ لَكُمْ وَلَذِكْرُ اللهِ اَكْبَرُ UDHKURRULLAWHA-YADH-KUR-KUM. WAD-OO-HU-YASTAJIB-LAKUM. WA-LA-DHIKRULLAAHI-AKBAR *REMEMBER ALLAH, HE WILL REMEMBER YOU. AND PRAY TO HIM ONLY AND HE WILL ACCEPT YOUR DUA.* *ALLAH IS THE GREATEST, REMEMBER ONLY HIM*

27	وَاَقِمِ الصَّلٰوةَ WA-AQIMIS-SAW-LAH *AND NOW ESTABLISH THE SALAAH*
28	**THE KHATEEB ASKS THE MUADDHIN TO GIVE THE IQAMAH**
29	**THE KHATEEB LEADS THE JAMAAT WITH TWO RAKAAT FARD JUMMA SALAAH.** ***NOTE – READ SHORT SURAHS IN BOTH RAKAATS IF YOU ARE AT WORK, SCHOOL, COLLEGE, UNIVERSITY, ETC***
30	**EVERYBODY PRAYS THEIR REMAINING SUNNAH SALAAH**